



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIN INV & FORECASTING PROG ANALYST I

Job Number: 20001766

Job Code: 94460V130416

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 06/16/1982

Job Revised: 04/16/2013

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs expert and detailed analyses of taxable and tax-exempt financial markets related to the investment and debt management programs. Designs and markets state bond issues and makes determinations of the details of such issues. Performs complex financial analyses of proposed bond issues and investment portfolios. Implements the state's debt management and investment cash management programs; OR Maintains the revenue forecasting model, making necessary adjustments to enable the model to predict revenue levels at all segments of the economy and in all commodity fields. Maintains the database for all revenue forecasting and updates in a timely manner. Provides input to the consensus forecasting group; OR reviews all governmental Accounting Standards and develops plan for implementation. Participates in and contributes to executive level decision making on budget and other financial matters; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, business administration, mathematics, public finance, accounting or a related field.

EXPERIENCE:

Must have four years of experience with a financial institution, corporation, college, university, state, local or federal government in financial analysis, economic analysis, tax administration, financial planning, cost analysis, credit analysis, loan analysis, accounting, financial reporting or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in economics, business administration, mathematics, public finance, accounting, or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in any of the above areas will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides expertise in the evaluation and analysis of projects proposed by state agencies, authorities, corporations, etc., for bonding. Makes recommendations to the Secretary of Finance for the inclusion or exclusion of proposed projects. Designs key elements of bond issues and the appropriate technique for marketing the bond issue. Performs market analyses to determine whether interim or long term financing should be pursued, how the issue should be structured, etc. Coordinates the closing of bond issues with bond counsel, fiscal agent, trustees and paying agents. Manages all other aspects of the state's debt management and cash management programs including monitoring and maintaining economic information and reports. Serves on selection committees for Requests for Proposals. Performs expert level research work as required in the formulation of the office's plans and programs. Executes forecasts of short and long-range nature for overall state revenue. Produces forecasts of specific revenue areas (such as un-mined minerals tax) and other areas such as anticipated state lottery revenues. Maintains the Macroeconomic Model of Kentucky with constant updating of data and fine tuning of model for current replies. Maintains state database of all revenue sources in a current and timely fashion and generates reports from both the model and the database as requested. Makes policy recommendations to the Executive Director as to the goals and plans of the State Investment Commission, State Property and Buildings Commission and other authorities of the Commonwealth. Manages and oversees compilation of the official financial reports of the Commonwealth including the Comprehensive Annual Financial Report (CAFR). Reviews financial reports for compliance with laws and accounting standards. Advises auditors and component units on complex financial and accounting matters.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.